



Advisory Circular

CAA-AC-AWS007D
July 2018

CERTIFICATION OF A FOREIGN APPROVED MAINTENANCE ORGANISATION (AMO)

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide information and guidance to a foreign AMO on acceptable means and process by which the AMO may qualify for the issue of a Maintenance Organization Approval Certificate in accordance with the Civil Aviation Regulations.

2.0 REFERENCES

- 2.1 The Civil Aviation (Approved Maintenance Organisation) Regulations, 2018;
- 2.2 Part V of the Civil Aviation (Airworthiness) Regulations, 2018;
- 2.3 Part V of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2018;
- 2.4 Part III of the Civil Aviation (Operation of Aircraft) Regulations, 2018; and the Civil Aviation (Personnel Licensing) Regulations, 2018.
- 2.5 Form: AC-AWS007-1
- 2.6 Form;AC-AWS007-2

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 Regulation 56, of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2018 allows an air operator in Kenya to make arrangements with an approved and appropriately rated aircraft maintenance organization for the performance of maintenance of his aircraft and associated aeronautical products as provided in the approved maintenance programme and approved maintenance control manual.

3.1.2 The Authority will issue an approval Certificate to a foreign AMO to conduct maintenance on Kenya registered aircraft and the associated aeronautical products, subject to the AMO being in compliance with the Civil Aviation (Approved Maintenance Organization) Regulations, 2018 and the Special Conditions prescribed by the Authority in this AC.

3.1.3 The foreign AMO must hold a valid local Authority Approval certificate appropriately rated for the scope of maintenance to be carried out on Kenya registered aircraft. The Authority AMO approval shall be based on and limited to the local Authority approval scope of work.

3.1.4 A person may apply for an inclusion or extension of ratings and capability, and a major change to the facility by an application to the Authority for approval by filling form AC-AWS007-2 . An AMO wishing to make changes to its name, address and location, shall inform the Authority in writing of such changes and submit the amendments to the Maintenance Procedures Manual (MPM) and the Accountable Manager’s revised commitment statement for approval.

3.1.5 An inclusion of a rating as stated in Regulation 11 of the Civil Aviation (Approved Maintenance Organization), 2018 by way of procedure requires an AMO to be certificated based on the local Authority approval scope of work and payment of approval fee.

3.1.6 Amendments to the Approval Certificates will not change the expiry date of the current certificate except in the case where the changes notification is concurrent with the renewal application.

3.1.7 The Authority will enter into an agreement with the Authority responsible for the oversight of the foreign AMO for provision of any suspension of its approval and or safety related concerns observed during audit and surveillance which the approval is based. The Foreign Authority will copy KCAA their surveillance reports in respect of the approved foreign AMO.

3.1.8 The AMO shall have an effective working independent quality system to ensure that the AMO remains in compliance with the local approving Authority regulatory requirements and the Special Conditions Supplement (SCS) to a Foreign AMO Maintenance Procedures Manual (MPM) Document approved by the Authority in accordance with Regulation 27 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018. Internal audits must be carried out annually (or be carried out progressively over the one year period) and must cover the applicable local Authority Regulations and this AC Special Conditions.

3.1.9 The AMO must use authorized aircraft and aeronautical products during maintenance and acceptable Release/Return to service documents. The Authority approval certificate number and the local Authority approval number shall appear on the Release/Return to service certificates.

3.1.10 The return to Service of the aircraft must be in accordance with the procedures approved by the Authority and in compliance with Regulation 33 of the Civil Aviation (Approved Maintenance Organization) Regulations, 2018.

3.1.11 The Special Conditions Supplement shall contain the AMO accountable manager signed statement of commitment that, “The AMO shall comply with the Authority Regulations, the special conditions therein and shall recognize the consequences of failure to comply when performing maintenance functions on Kenya registered aircraft” before the document can be approved.

3.1.12 The AMO is required to hold valid maintenance agreements with all the operators for which it performs maintenance work. The maintenance agreement shall state the scope of work the AMO has been contracted to perform.

3.2 The Approved Special Condition Supplement

3.2.1 The Special Conditions Supplement (SCS) to a Foreign AMO Maintenance Procedures Manual (MPM) Document is prepared and submitted to the Authority together with the approval application form.

3.2.2 It takes into account huge multi function AMO's by addressing only those functions where the Authority safety oversight concerns are limited as the case may be when working on Kenya registered aircraft.

3.2.3 It contains civil aircraft maintenance procedures and information approved by the Authority that commits the foreign AMO to carry out maintenance in accordance and in compliance with the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.

3.2.4 When approved, it also provides the Authority inspectors scope of reference when auditing and/or carrying surveillance functions on a Foreign AMO.

3.2.5 An example of the content structure of a Special Conditions Supplement to the foreign AMO MPM is included in this AC as **Appendix 1**.

Note: This work scope must be included in the in the approved SCS Specific Operating Provisions (SOP).

3.3 Subcontracted Maintenance

The AMO shall not be contracted to perform any work which is not within its scope of approval unless it has an acceptable maintenance sub contract agreement with another AMO that is appropriately rated and approved to perform such maintenance work.

3.4 Application for Approval

3.4.1 The foreign AMO that wishes to be approved in accordance with the Civil Aviation Regulations to carry out maintenance on Kenya registered aircraft shall complete and submit to the Authority application Form AC-AWS007-2 (**Appendix 2**) in a manner prescribed in Regulation 6 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.

3.4.2 The Authority shall decide whether the application will be subjected to the full Five Phases Certification Process as summarized in AC No. CAA-AC-GEN003C or not.

3.4.3 Where it has been decided not to apply the complete certification process, the following procedure shall apply:

- a) The AMO should express the need to perform maintenance on Kenya registered aircraft by letter of communication.
- b) A formal application letter and the PASI form shall be completed by the applicant.
- c) The completed formal application letter, the PASI, together with the AMO MPM and copy of the Special Condition Supplement should be submitted to the Authority with the approval fee for the approval process to begin.

- d) The application and attachment are evaluated and if acceptable the Authority shall advise the AMO the necessary facilitation requirement for the Authority inspectors to carry out the pre-approval inspection.
- e) If the inspection is satisfactory the Authority shall:
 - (i) Approve the MPM Special Condition Supplement
 - (ii) Issue the AMO Approval Certificate and the Specific Operating Provisions.

3.4.4 Line stations shall be approved only if the parent Foreign (AMO) complies with the requirements of this AC, i.e. it holds a valid local Authority AMO Certificate with ratings for the aircraft type(s) and scope of work relevant to the required line station services.

3.5 Approval Conditions

3.5.1 The foreign AMO must provide right of access to the Authority Inspectors at the AMO facility in compliance with Regulation 37 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.

3.5.2 The Authority will not issue or renew an Approval Certificate to an AMO that is under formal investigation by the local approving Authority for suspected non-compliance that could result in revocation of the local approval. The Authority approval shall cease to be effective when the foreign Authority approval is not valid or has been revoked.

3.5.3 Amendments to the approved Special Conditions Supplement require Authority approval before application. The approval process may require an audit to verify the AMO capability for the additional rating.

3.6 Foreign AMO Approval Certificate Renewal

3.6.1 The AMO shall complete a prescribed renewal application Form and submit to the Authority.

3.6.2 The Authority will review the Special Conditions Supplement. Any changes shall require approval.

3.6.3 The renewal application Form And any amendment to the Special Conditions Supplement (if any) should be sent to the Authority at least 30 days prior to expiry of the Approval Certificate.

3.6.4 The AMO shall facilitate the Authority inspectors to carry out the renewal inspection prior to renewing the certificate and pay the AMO renewal fee.

3.7 When the Authority is satisfied with the status of the approved Special Conditions Supplement, and the results of the renewal inspection, the Authority will renew the AMO Certificate for a period two years.

3.8 Additional Rating to the Existing AMO Approval

3.8.1 An approved maintenance organization may apply for:

- a) Extension of the AMO ratings.
- b) Inclusion of additional capability.

- c) Major change to the facility.

3.8.2 The AMO shall notify the Authority of the additional ratings and capability to be approved. It shall submit the notification of the rating up grade or variation together with the proposed amendments to the Special Condition Supplement. Depending on the rating up-grade, the Authority shall advise whether there is a need to carry out an approval inspection and payment of appropriate fees.

3.9 Changes to The AMO Approval Certificate

3.9.1 When the AMO wishes to make changes like the name, address, location, scope and limitations of coverage it is necessary to inform the Authority of such changes in writing and supply an amended revision of the Special Condition Supplement, including the Accountable Manager's revised commitment statement.

3.9.2 Amendments to the Approval Certificates will not change the expiry date of the current certificate except in the case where the changes notification is concurrent with the renewal application.

3.10 Revocation of the AMO Approval Certificate

3.10.1 Any AMO approved by the Authority in accordance with the Regulations and the conditions specified in this AC could have a complete or partial revocation of the approval, should the Authority establish that there is a significant failure to comply with the conditions of the approval.

3.10.2 It should also be noted that the local Authority AMO certificate expiry or withdrawal automatically invalidates the Authority Approval Certificate.

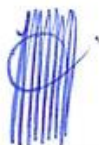
3.11 Sub-Contracting Maintenance Work

3.11.1 An Approved Maintenance Organisation (AMO) may sub-contract maintenance work to another Approved Maintenance Organisation. If however the sub-contracted AMO is not approved by the Authority it is required that at least the following are met:

3.11.2 The AMO must hold a local Authority approval for the work which is being sub-contracted.

3.11.3 The approved AMO still remains responsible for the quality of the released to service of the sub-contracted maintenance work, including the appropriate airworthiness requirements.

3.11.4 Have necessary procedures (i.e. Maintenance Agreement) for the control of the sub-contracted activities, together with the terms for the personnel responsible the management.



Kenya Civil Aviation Authority

APPENDIX 1

Form: AC-AWS007-1

**SPECIAL CONDITIONS SUPPLEMENT (SCS) TO A FOREIGN AMO
MAINTENANCE PROCEDURES MANUAL (MPM)**

Approved SCS Ref. No.

Foreign AMO MPM Ref. No.

Foreign AMO Name and Address:

.....
.....
.....
.....

Foreign AMO Local Authority Approval No.....

The Authority AMO Approval No.

This approved Special Conditions Supplement (SCS) forms part of the foreign AMO Maintenance Procedures Manual (MPM).

This SCS together with the foreign AMO local Authority approved MPM form the basis of approval of a foreign AMO to carry out maintenance on aircraft and or components in accordance with The Civil Aviation (Approved Maintenance Organization) Regulations, 2018.

CONTENTS

1.0 LIST OF EFFECTIVE PAGES

2.0 STATEMENT OF COMPLIANCE

3.0 AMENDMENT PROCEDURE

Identify the position within the AMO that is responsible for amendment action and coordinating the approval process of the SCS.

4.0 INTRODUCTION

4.1 This paragraph should address why the supplement is necessary.

4.2 Regulation 60 of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2018 provides for Authority approval of maintenance organization or repair station selected by the air operators to carry out maintenance on Authority approved AOC holder's aircraft. The organisation can be a foreign based

4.3 The SCS is meant to cater for the specific Authority requirements and differences that might be there between Civil Aviation (Approved Maintenance Organisation) Regulations, 2018 ,

and the foreign Authority Regulations. The foreign AMO shall be approved when the Authority is satisfied that the AMO complies with maintenance Special Conditions specified in this AC.

5.0 ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

5.1 This paragraph represents the statement by the Accountable Manager that the organization will comply with the conditions specified in the SCS and operate in accordance with Regulation 27 (5) (a) of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.

5.2 An acceptable statement for this paragraph would be:

5.2.1 This Supplement in conjunction with the foreign AMO approved MPM Ref. defines the organization and procedures upon which the Authority approval has been granted.

5.2.2 These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being progressed under the conditions of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.

5.2.3 It is accepted that the AMO's procedures do not override the necessity of complying with any additional requirements formally published by the Authority and notified to this organization from time to time.

5.2.4 It is understood that the Authority Approval Certificate will be valid whilst the Authority is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Authority reserves the right to revoke the Approval Certificate if it considers that procedures are not followed or standards not upheld.

.....
Signed by the Accountable Manager
For and on behalf of the AMO

Note: Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous Authority Acceptance.

6.0 APPROVAL BASIS AND LIMITATION

6.1 The Authority approval is based upon the AMO compliance with local Authority Regulations and Requirements except where varied by the conditions specified in this AC.

6.2 The Authority approval is limited to the work scope listed below, and as indicated in the approval document Specific Operating Provisions (SOP). In any case whatsoever it must not exceed the scope of work permitted by the foreign local Authority as indicated on the approval document.

7.0 ACCESS BY THE AUTHORITY

It should be stated that the Authority inspectors will be allowed access to the AMO for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems as required by as required by Regulation 10 of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2018 and Regulation 37 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018

8.0 WORK ORDERS

8.1 It is the responsibility of the operator to raise the maintenance work orders and scheduled maintenance inspection check list or work package task cards specifying the inspections, repairs, modifications, overhaul, airworthiness directives and parts replacements that should be carried out and to make sure that the AMO receives them in time for the work to be accomplished within the required time frame.

8.2 The operator remains responsible for correctly informing the AMO by work order of all required mandatory maintenance inspections and modifications.

9.0 APPROPRIATE MAINTENANCE AND ENGINEERING REFERENCE MANUALS.

It is the responsibility of the Operator to ensure that the AMO is furnished with all relevant, current maintenance and engineering technical documents (e.g. Manuals, ADs and SBs) appropriate for the type aircraft, reference may be made to the Civil Aviation (Operation of Aircraft) Regulations, 2018 and Regulation 15 of the Civil Aviation (Airworthiness) Regulations, 2018.

10.0 MAJOR REPAIRS / MODIFICATIONS

The procedure for the AMO to ensure that the Authority approves major repairs and major modifications when necessary or has confirmed that the AMO local Authority approved data is acceptable. The AMO should request the operator to provide such written proof from the Authority.

Note: The Authority accepts repairs and modifications issued by the Manufacturer and approved by the Authority of the state of manufacture through the Type Certificate holder.

11.0 RELEASE OF COMPONENTS AFTER MAINTENANCE

Release to service of components up to and including complete power plants should be carried out in accordance with the AMO local Authority Regulations. At the completion of maintenance appropriate release to service documents and certificates should be issued by the AMO. The AMO release to service certificates must indicate the Authority approval number in addition to the local Authority approval. Reference be made to Regulations 33 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.

11.1 The release to service certifying statement shall specify any overhaul, repairs, modifications, Airworthiness Directives, replacement parts and quote the reference and issue/revision of the approved data used, (EASA Form One is a typical acceptable component release to service document after maintenance).

12.0 VALIDITY OF AIRWORTHINESS CERTIFICATE

The Operator or owner is responsible for ensuring that the Certificate of Airworthiness (C of A) remains valid. The AMO however, should ensure that the C of A is valid before it issues the aircraft release to service certificate after maintenance.

13.0 RELEASE OF AIRCRAFT AFTER MAINTENANCE

13.1 Release to service of aircraft shall be carried out in accordance with the AMO local Regulations Requirements except where when stated otherwise in this paragraph.

13.2 Where the Authority or operator requires to use his own release to service documents, this shall be done in accordance with Regulations 33 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018

13.3 The release to service document shall specify the aircraft maintenance check carried out, plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used.

13.4 Any work not carried out shall be clearly indicated and the operator informed. This should be work within the permitted deviations of the approved maintenance program and it could be when:

13.4.1 Some of the maintenance work requested by the operator has not been carried out.

13.4.2 Or a case where the particular maintenance work requirement is not approved by the AMO local Authority.

13.5 Otherwise the AMO must issue the certification when all required maintenance has been carried out and appropriately certified.

13.6 The AMO Authority approval Certificate Number and the local Authority approval Certificate Number must be quoted on the release to service documents

14.0 REPORTING OF UN AIRWORTHY CONDITIONS

14.1 The procedure that will be followed to report found un-airworthy conditions be stated indicating the time frame within which the report must be made and to who.

14.2 Regulation 36 of the Civil Aviation (Approved Maintenance Organization) Regulations, 2018 requires that the report be made to the Authority as soon as possible but in any case not later than three days (72 hours).

15.0 QUALITY MONITORING (QM) SYSTEM

15.1.1 Regulation 28 of The Civil Aviation (Approved Maintenance Organisation) Regulations, 2018 requires an independent AMO quality system.

15.2 The QM system procedures shall explain the independent audit system, the management control and follow up system, and the annual audit schedule program.

15.3 A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies.

16.0 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

A statement that appropriate housing, facilities and equipment are available and shall be provided for aircraft whose maintenance is being contracted. Reference may be made to Regulation 16 of the Civil Aviation (Approved Maintenance Organization) Regulations, 2018.

17.0 COMPONENTS AUTHORISED FOR USE DURING MAINTENANCE & MODIFICATION

17.1 Component means any component part of an aircraft up to and including a complete power plant and any operational or emergency equipment. They should be traceable to the Type Certificate (TC) holders Parts Catalogue and MUST be in a satisfactory condition for fitment.

17.2 New components should be accompanied by appropriate release document issued by the approved Production Certificate holder

17.3 Used components should be traceable to an approved maintenance organizations or repair stations which certified the previous maintenance and in case of life limited parts certified the cycles and life used.

18.0 SUB-CONTRACTED MAINTENANCE

18.1 A statement on how sub-contracted maintenance work shall be managed.

18.2 Regulation 14 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018 provides for AMO sub-contracting maintenance work to another AMO, (approved or not approved by the Authority). In any case, it is required that there exist a maintenance contract agreement between the two AMOs stating what specific work activity has been contracted.

18.3 The contracting AMO must have proof that the sub-contracted AMO holds the required local Authority approval and capability for the contracted maintenance work.

18.4 Whatever the case, the contracting AMO remains responsible for the quality of the maintenance being carried out by the sub-contracted AMO.

Notes:

- (i) *The AMO shall not be contracted to perform any work which is not within its scope of approval unless it has an acceptable maintenance sub contract agreement with another AMO that is appropriately rated and approved to perform such maintenance work.*
- (ii) *In such a case the sub-contracted AMO may not need to be approved by the Authority, however, the maintenance sub-contract agreement must clearly indicate that the approved AMO still remains responsible for the quality of the released to service of the sub-contracted maintenance work.*

APPENDIX 2
FORM: AC-AWS007-2
APPLICATION FOR APPROVED MAINTENANCE ORGANISATION CERTIFICATE AND RATINGS

Civil Aviation Authority		Application for Approved Maintenance Organization Certificate and Ratings	
1. Approved Maintenance Organization Name, Number, Location and Address		2. Reasons for Submission	
a. Official Name of Maintenance Organization:	Number:	<input type="checkbox"/> Original Application for Certificate and Rating <input type="checkbox"/> Change in Rating <input type="checkbox"/> Change in Location or Housing and Facilities <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Other (Specify)	
b. Location where business is conducted:			
c. Official Mailing Address of Approved Maintenance Organization (Number, Street, City, State, & Zip)			
d. Doing Business As:			
e. Line Maintenance Location			
3. Ratings Applied for: Ref: AMO CAR Reg. No.11			
Aircraft <input type="checkbox"/> Class 1 Composite Small Aircraft <input type="checkbox"/> Class 2 Composite Large Aircraft <input type="checkbox"/> Class 3 Metal Small Aircraft <input type="checkbox"/> Class 4 Metal Large Aircraft	Engine – Propellers <input type="checkbox"/> Class 1 Piston <400hp <input type="checkbox"/> Class 2 Piston >400hp <input type="checkbox"/> Class 3 Turbine Engine <input type="checkbox"/> Class 1 Fix Pitch Props <input type="checkbox"/> Class 2 All other Props	Equipment & Instruments <input type="checkbox"/> Class 1 Comm Equip. <input type="checkbox"/> Class 2 Nav. Equip <input type="checkbox"/> Class 3 Rader Equip. <input type="checkbox"/> Class 1 Instr. Mech. <input type="checkbox"/> Class 2 Electrical <input type="checkbox"/> Class 3 Gyroscopic <input type="checkbox"/> Class 4 Electronic	Accessories <input type="checkbox"/> Class1 Mech. Acc. <input type="checkbox"/> Class2 Electrical Acc. <input type="checkbox"/> Class3 Electronic Acc. <input type="checkbox"/> Class4 APU.
<input type="checkbox"/> Specialized Service (List Process Specification(s))			
0			

4. List of Maintenance Functions contracted to an outside Organization:

5. Applicants Certification

Name of Owner (Include name(s) of individual Owner, all partners, or corporation name given the state, province, or country and date of incorporation)

I hereby certify that I have been authorized by the approved maintenance organization identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.

Date:	Authorized Signature:	Print Name of Authorized Signature:	Title:
-------	-----------------------	-------------------------------------	--------